



**CITY OF LEON VALLEY**  
**INTEROFFICE MEMORANDUM**

**DATE:** July 15, 2016  
**TO:** Mayor Chris Riley and City Council Members  
**FROM:** Kelly Kuenstler, City Manager  
**SUBJECT:** Pre-City Council Meeting Update

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**Human Resources**

- Two vacant positions one Corporal and one Detective
  - Testing scheduled July 26, and 28, 2016
- Court is visiting with surrounding cities to evaluate their Jury trial systems
- One vacant Firefighter position, start date for the candidate is July 19, 2016
- LV City Manager was appointed by her peers to serve as Region 8's board member to TCMA's Membership Committee. In addition to membership duties, this board also is responsible for outreach & education programs with elected officials, ICMA and the media; the interpretation of TCMA policies, when requested and it provides recommendations for professional award programs and scholarships.

**Public Works**

- Selection for Evers Road Bridge engineering contract and Leak Detection Grant summary report has been completed.
- Well project – SAWS interconnect removal and new install – SAWS requested a parcel ID and Joint Use Area w/in Public ROW between CoLV and SAWS. This required a survey and title company search. This will be forwarded to SAWS permit reviewers. Once approved, the contractor will begin construction of the SAWS Tie In.
- The pre-construction meeting with San Antonio Constructors for the Huebner Road mill & overlay project will take place on July 18th. At that time, we will determine construction date – contract is for 90 days.
- Kimley-Horn engineers has completed their mapping of the drainage concerns that were brought to our attention during the workshop – should have final report to City Council by the end of August.
- Kinman House construction continuing this week, found asbestos siding, so have contacted Alamo1 to have it removed. Work will continue around that problem. Will be at the August 2 City Council meeting to request budget adjustment for kitchen equipment, electrical and plumbing.
- The Fall Large item pickup is scheduled for the week of Sept. 5th to the 16th – notice has been placed in the newsletter and will be posted on the website and on the Facebook account. A notice will also appear on the August water bill.
- Traffic study for Hodges Street in progress, traffic counts completed. Should have report by August 1.

- Submitted requisition for fitness stations for Silo Park – trail almost complete, watering the trees and will mow the field.
- Getting estimates on fencing for Police Station parking area and Huebner gravesite. Also received estimate on repairing Huebner gravesite monument.
- Evers Road sidewalk project is well underway – residents are quite excited about getting concrete driveway approaches to replace old asphalt type. Should be to Seneca by Friday.
- Working with Animal Control Officer to develop plans for feline holding area, dog kennel
- Working on revisions to Article 6, High Grass, Weeds, Debris

### Police Department

- Arrest for possession of marijuana.
- Male was arrested for Aggravated Assault with a Deadly Weapon.
- Responded to a fight on Sawyer Road. One male attempted to flee on foot but was stopped and arrested for evading and SAPD warrants.
- Emergency detention at the Shadow Valley Apartments.
- Responded to an incident on El Verde. Concluded in an emergency detention.
- Disturbance in the parking lot of HEB. Officers found two persons who were arrested for possession of drugs and unlawful carrying of a weapon.
- Received compliance for resident on Poss Road in regards to junked or inoperable vehicles.
- CID unit was called to assist the Helotes PD with interviews on two sexual assault cases.
- The money for the overtime traffic enforcement has been depleted
- For Citations, please see supplemental attachment.

### Fire Department

- **Training** – Fire Captain Blake Wade graduated from the Texas Fire Chief’s Academy with a Fire Executive Officer certification. This completes a two-year Fire Executive Leadership program presented by the Texas Fire Chiefs Association. Firefighters Ryan Jones and Matt Sudell completed their emergency Driver/Operator courses, Lieutenants Jim Garcia and John Suhr completed “Fire Service Officer 2” certification courses, and Engineer Jaaron Thomas completed Fire Service Officer 1, and his Associates in Applied Science in Emergency Medical Services.
- **Emergency Response at swimming pool on July 10th** – A 3-year-old child was swimming at the city pool and became submerged and began to panic. A Lifeguard reacted quickly and yanked the child out of the pool, and a parent called 911 reporting that a child was not breathing. The child began to cry prior to EMS arrival and was assessed and transported in stable condition to a hospital for precaution and full assessment by a Physician. The Lifeguard did a great job and the child has since recovered the incident.
- **EMS Administration** – The RFP submittals for EMS Billing and Collection Services have been received and are currently being scored by the review committee. A final score will be tabulated and a recommendation is expected in the coming weeks.
- **“Project Cool” Fan Drive** – Firefighters are once again participating in “Project Cool”, a regional EMS prevention initiative that encourages donations of box fans to help senior citizens stay cool this summer, and prevent heat emergencies. Firefighters have delivered 12 box fans in Leon Valley so far, and will be accepting and delivering fans through August.
- **Baby Shower** – To celebrate the expected arrival of our new fire engine, the fire department is having a “Baby shower”! Firefighters are encouraging citizens to drop off baby wipes, diapers, and other essentials at the fire station, which will be delivered to the Texas Diaper Bank. The Texas Diaper Bank is a Leon Valley non-profit organization that supports new families with essential needs. An informational flyer has been shared through social media.

### Community Development

- The Donation Station located on Strawflower next to the swimming pool has been pulled by the applicant (ATRS). We have received complaints from the adjacent property owner about trash and graffiti, which were forwarded to the applicant. The applicant has proposed a new location, near the library.
- A replat application for 6700 Sawyer Road has been submitted and is for a proposed Assisted Living Facility “Autumn Leaves”.
- Building Plans have been submitted and are under review for the remodeling of Cha-Chos on Poss Road.
- Building Plans have been submitted and approved for interior work at the School of Science and Technology.
- The Precinct Academy and Daycare have requested an additional three month extension for their temporary sign – which will expire October 6th.

### **Library**

- New service Book a Librarian/Check a Tech – to help people with items like setting up email, formatting a paper, genealogy and those items that take longer than a five minute interaction.
- Summer Reading – while our kick off program attendance wasn’t as high as last year, our daily event numbers are much higher across the board. Programs that saw 8 to 10 people last year are now seeing 30 to 90 attendees.
- Summer Wrap up is July 23rd on the green outside the library – the Summer Games.
- Working on a policy regarding Technology and Security.
- Continued weeding and replacement of books that have a timely nature such as legal forms, taxes, test prep books.

### **Communication Department**

- Closing out 4th of July event. Final Reporting to Council on July 19, 2016. A Good Neighbor Award will be presented to the Church of Latter Day Saints at the August 2, 2016, Council Meeting.
- Processing an In Kind Grant request for the American Legion – scheduled for Council on July 19, 2016.
- The July/August Newsletter is in production and should be released to households in the coming weeks.
- Planning for Siclovia in Leon Valley on Saturday, October 29, 2016, from 9 am to 2 pm in collaboration with the YMCA of Greater San Antonio, the Halloween Party at the Library, the NWSC Trash and Treasure, and Arbor Day Festivities by the Tree Advisory Board.
- Exploring Grant options for: pedestrian crossing safety lights on Poss/Evers, Texas Parks & Wildlife grants, San Antonio Area Foundation grants, and a sponsorship or grant for a new pool cover for the Leon Valley Pool. A grant application was submitted for the Apache Tree Grant on June 7, 2016.
- Assisting with the goals set forth in the Monarch Butterfly Pledge. Some of the alternatives for City participation and collaboration include: creating an educational brochure, creating milkweed/butterfly gardens in certain areas of the city, informing the public by means of the newsletter and quarterly reporting to the National Wildlife Federation (NWF).
- Initiated the Revize website update. Survey was answered for the Revize website team to begin looking at new options for website user-friendliness, appeal and updating. Staff will now begin working on the 15 high-quality photographs that Revize needs to have to enhance the website.
- Updating the Strategic Goals and Objectives for presentation to the public on July 23, 2016.

### **Finance Department**

**City of Leon Valley**  
**Expenditures of \$10,000 and Over**  
**JUNE 2016**

FUND	DEPARTMENT	VENDOR NAME	DESCRIPTION	AMOUNT
General Fund	Special Events	AMANZI Party Rentals	July 4th Celebration	10,360.00
	Parks & Recreation	San Antonio Pool Management, INC	Pool Management	10,963.00
Water & Sewer Fund	Sewer System	SAWS	Sewer Treatment & Transportation	110,077.65
	Storm Water	Kimley-Horn & Associates	Evers Rd. Drainage	12,440.00
Capital Projects	Capital Projects	J&K Utility Services	Well Project	16,287.40
			<b>GRAND TOTALS</b>	<b>\$ 131,400.65</b>

**General Fund**

REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
Ad Valorem	\$ 3,690,905	75.0%	\$ 3,532,312	95.7%	\$ 3,280,202	98.9%
Sales Taxes	2,277,100	75.0%	1,334,557	58.6%	1,788,874	84.2%
Franchise Taxes	959,929	75.0%	675,440	70.4%	616,441	73.4%
Licenses,Permits,Fees,Fines	810,150	75.0%	720,735	89.0%	663,244	66.5%
Miscellaneous	137,220	75.0%	148,271	108.1%	137,615	85.7%
<b>TOTAL REVENUE</b>	<b>\$ 7,875,304</b>	<b>75.0%</b>	<b>\$ 6,411,314</b>	<b>81.4%</b>	<b>\$ 6,486,376</b>	<b>87.2%</b>
<b>EXPENDITURES</b>						
Business Office	\$ 165,817	75.0%	\$ 115,688	69.8%	\$ 100,238	60.7%
Finance	224,673	75.0%	165,254	73.6%	163,221	74.2%
Council & Manager	819,105	75.0%	537,590	65.6%	402,425	73.3%
Police	1,909,089	75.0%	1,291,487	68.0%	1,365,813	76.0%
Fire	2,815,698	75.0%	2,237,590	79.0%	1,672,550	75.0%
Public Works	1,409,516	75.0%	947,880	67.3%	880,712	74.3%
Community Development	219,740	75.0%	151,455	68.9%	155,934	70.8%
Economic Development	247,498	75.0%	98,762	39.9%	91,448	48.4%
Special Events	112,845	75.0%	91,809	81.4%	39,366	40.4%
Parks & Recreation	238,372	75.0%	115,712	48.5%	91,804	50.0%
Library	363,310	75.0%	243,052	66.9%	217,656	60.6%
Communications	446,700	75.0%	225,683	50.5%	193,030	0.0%
Other Sources/Uses	-	75.0%	-		-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 8,972,363</b>	<b>75.0%</b>	<b>\$ 6,221,959</b>	<b>117.3%</b>	<b>\$ 5,374,197</b>	<b>69.3%</b>

## Water and Sewer Fund

REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
	Water Sales	\$ 1,594,000	75.0%	\$ 1,028,640	64.5%	\$ 1,007,258
Sewer Sales	1,912,000	75.0%	1,326,431	69.4%	1,313,137	69.8%
Connection & Platting	2,500	75.0%	650	26.0%	525	21.0%
Customer Fees	43,300	75.0%	35,542	82.1%	27,400	63.3%
Tapping Fees	16,000	75.0%	10,195	63.7%	16,876	105.5%
Miscellaneous	46,000	75.0%	18,238	39.7%	818	1.8%
<b>TOTAL REVENUE</b>	<b>\$ 3,613,800</b>	<b>75.0%</b>	<b>\$ 2,419,696</b>	<b>67.0%</b>	<b>\$ 2,366,014</b>	<b>66.1%</b>
<b>EXPENDITURES</b>						
Business Office	698,946	75.0%	\$ 486,068	69.5%	\$ 513,956	66.9%
Water System	1,245,237	75.0%	917,792	73.7%	964,880	58.7%
Sewer System	1,797,659	75.0%	1,027,731	57.2%	1,069,481	73.8%
Storm Water	917,200	75.0%	463,091	50.5%	220,691	46.7%
Other Sources/Uses	-		-		-	
<b>TOTAL EXPENDITURES</b>	<b>\$ 4,659,042</b>	<b>75.0%</b>	<b>\$ 2,894,681</b>	<b>62.1%</b>	<b>\$ 2,769,008</b>	<b>63.9%</b>

## Community Center Fund

REVENUE	FY 2016 BUDGET		FY 2016 Y-T-D ACTUAL		FY 2015 Y-T-D ACTUAL	
	Hotel/Motel Taxes	95,000	75.0%	\$ 45,889	48.3%	\$ 50,987
<b>RENTAL FEES</b>						
Community Center	61,680	75.0%	23,620	38.3%	32,443	72.1%
Conference Center	28,320	75.0%	20,961	74.0%	20,301	66.6%
<b>TOTAL REVENUE</b>	<b>\$ 185,000</b>	<b>75.0%</b>	<b>\$ 90,470</b>	<b>48.9%</b>	<b>\$ 103,731</b>	<b>64.6%</b>
<b>EXPENDITURES</b>						
Community Center Operations	198,200	75.0%	\$ 116,339	58.7%	\$ 108,143	66.3%
<b>TOTAL EXPENDITURES</b>	<b>\$ 198,200</b>	<b>75.0%</b>	<b>\$ 116,339</b>	<b>58.7%</b>	<b>\$ 108,143</b>	<b>66.3%</b>

## Street Maintenance Sales Tax

	Actual FY 2014	Actual FY 2015	Budget FY 2016	Actual FY 2016
Revenues	554,015	720,833	609,416	329,155
VIA Reimbursement	-			208,513
<b>TOTAL REVENUES</b>	<b>554,015</b>	<b>720,833</b>	<b>609,416</b>	<b>537,668</b>
Expenditures	10,720	1,091,045	1,284,918	170,698
<b>TOTAL EXPENDITURES</b>	<b>10,720</b>	<b>1,091,045</b>	<b>1,284,918</b>	<b>170,698</b>
<b>FUND BALANCE</b>	<b>1,017,086</b>	<b>646,874</b>	<b>(28,628)</b>	<b>1,013,844</b>

### **Upcoming Events:**

- Special City Council Meeting on the Proposed FY17 Budget begins at 5:30 p.m. and Regular City Council Meeting begins at 7:00 p.m. Tuesday, July 19, 2016, in the Leon Valley City Council Chambers
- Future Agenda Items:
  - Sign Ordinance LED
  - Hand Gun Policy
  - Citizens Police Advisory Committee
- Upcoming Important Events:
  - Coffee with the Mayor and City Council, Saturday, July 23, 2016, 9:00 a.m. to 11:00 a.m. at the Leon Valley Conference Center.
  - Budget Workshops
    - August 31st at 5:30 p.m. – First Tax Public Hearing
    - September 6th at 7:00 p.m. – Second Tax Public Hearing
- Committee Meetings
  - LVEDC Finance Work Group Meeting on July 20, 2016, at 10:00 a.m. located at City Hall.
  - Beautification Committee Meeting on July 20, 2016, at 4:15 p.m. located at the Fire Department Training Room.
  - Community Events Committee Meeting on July 20, 2016, at 6:30 p.m. located at City Hall.
  - Zoning Commission Meeting on July 26, 2016, at 6:30 p.m. at City Hall.
  - LVEDC Meeting on July 27, 2016 at 6:00 p.m. located at City Hall
- VIA Public Meeting on August 30, 2016, at 5:30 p.m. regarding January service changes and to inform citizens of the Primo route and the modification of this route in Leon Valley. This meeting will begin at